



# Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 16-55**



<http://dmva.alaska.gov/employment.htm>

<b>POSITION TITLE:</b> <b>Vehicle Operations Supervisor</b>	<b>AFSC:</b> <b>2T171</b>	<b>OPEN DATE:</b> <b>01 APR 2016</b>	<b>CLOSE DATE:</b> <b>15 APR 2016</b>
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> <b>176<sup>th</sup> Logistics Readiness Squadron, Joint Base Elmendorf-Richardson, Alaska</b>		<b>GRADE REQUIREMENT:</b> <b>Minimum: E-6 Maximum: E-7</b>	
<b>SELECTING SUPERVISOR:</b> <b>Capt Herbert Gladwill</b>	<b>VACANCY:</b> <b>0271848</b>	<b>PHYSICAL PROFILE:</b> <b>PULHES – 333123</b>	

## AREAS OF CONSIDERATION

Area 1 On Board AKANG AGR (**MUST HOLD ADVERTISED AFSC**)

*\*All applicants MUST meet the grade requirement and physical/medical requirements outlined\**

## MAJOR DUTIES MAY INCLUDE

- Perform the Air Force organic ground transportation capability for passengers and cargo using a multitude of vehicles in direct support of mission requirements. Including operating light and heavy-duty vehicles such as buses, truck and semi-trailer combinations, forklifts, and wrecker/recovery vehicles
- Support personal security details
- Perform motor vehicle preventative maintenance checks and services
- Plan, organize, and direct vehicle transportation to support operational missions
- Operate, clean, service and perform preventative maintenance on government motor vehicles
- Prepare, review, and maintain vehicle operator forms, records, and reports
- Conduct pre- and post-operation vehicle inspections and documents results
- Conduct dispatch operations through planning and scheduling of vehicle operations resources to meet transportation support requirements
- Control and safeguard trip kit and packet supplies and equipment such as national credit cards, tickets, and fuel coupons
- Serve as unit control center and initiates quick reaction checklists, operations plans, and personnel recalls
- Coordinate and schedule documented cargo movement
- Use automated and non-automated tracking processes for cargo accountability and maintains applicable forms
- Review records and log to ensure proper turn in of accountable documents
- Provide transportation services for distinguished visitors and special events
- Plan and coordinate special arrangements with protocol functions
- Administer installation driver qualification and licensing program
- Serve as liaison with state, local and host nation authority on licensing matters; ensure compliance by base agencies
- Initiate vehicle trainer background checks
- Coordinate and maintain vehicle plans and instruction
- Document and track reported cases of vehicle misuse
- Review contingency, mobility, and natural disaster plans to determine support requirements
- Establish sub motor pool procedures and implement deployment and redeployment actions
- Prepare and conduct convoy operations
- Operate vehicles while in mission oriented protective postures
- Review mission capability statement to determine training and equipment requirements for deployments
- Conduct night operations to include operating vehicles in blackout conditions with night vision goggles and global positioning systems
- Determine and implement personal and collective security measures for convoy and in-garrison operations
- Develop and implement tactics, techniques and procedures commensurate with combat operational requirements
- Identify and establish required bare-base vehicle operations activities
- Conduct operations under communications blackout conditions.
- Establish work methods and performance standards
- Develop operating and administrative procedures
- Develop cost center resource requirement estimates
- Comply operating costs and maintain expense records
- Allocate and inspect facilities and equipment
- Conduct self-inspections
- Investigate accidents or incidents within functional areas

## INITIAL ELIGIBILITY CRITERIA

- APTITUDE REQUIREMENT – MECHANICAL 40
- SECURITY CLEARANCE – **Secret (eligible to obtain)**
- STENGTH APTITUDE - Demonstrated by weight lift of 50 LBS
- AFSC not open to non-United States Citizens. AFSC identified is open to United States nationals
- Normal color vision as defined in AFI 48-123, *Medical Examinations and Standards*
- No record of emotional instability
- Ability to speak English clearly and distinctly as demonstrated by Reading Aloud Test administered IAW AF Pamphlet 48-133, *Physical Examination Techniques*
- For retention of AFSC continued demonstration of mental and emotional stability and Must maintain certification according to AFI 10-207

## PREFERRED QUALIFICATIONS

- Knowledge is mandatory of: vehicle operation, official use of government vehicles and equipment; dispatch operations, driver qualification and licensing functions; evaluating, staffing, and negotiating transportation support agreements; evaluating requirements and developing operating procedures to support contingency and mobility operations; custodial responsibilities; budget preparation; and developing and monitoring contracted services
- Reside within Greater Anchorage commuting zone (Knik River Bridge to Potter's Marsh)
- Standard MS Office suite proficiency
- COMSEC/OPSEC Management experience; GIS/Mapping experience; Standard MS Office suite proficiency; Voice and Datalink radio operations experience

**\*See page 2 for All Required Documents for Considerations\***

## INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Applicants who have any Adverse Actions or a UIF, must provide supporting documents with the application.  Any further questions regarding the AGR program may be answered in ANGI 36-101

## APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to [AKNG-Apply@mail.mil](mailto:AKNG-Apply@mail.mil). Hard copy applications will **NOT** be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.** *Items 1-4 are required by the Human Resource Office to determine initial qualifications.* All other documents are required by the selecting supervisor. If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1(Application Form for Active Guard/Reserve (AGR) Position (Available on <http://dmva.alaska.gov/employment.htm>)
2. CURRENT Records Review RIP (available on vMPF (<http://www.afpc.randolph.af.mil/vs>))
3. CURRENT PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic within 30 days)
5. Statement confirming applicant meets All Initial Eligibility Requirements (Available on <http://dmva.alaska.gov/employment.htm>)
6. Cover Letter & Resume
7. Last 3 Enlisted Performance Evaluations (If applicable)
8. CURRENT AGR/Mobility/ADSW Orders (If applicable)
9. Letters of Recommendation will be accepted

### EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into **ONE** single PDF

PDF File Name should be: Position Announcement Number, Last name, First name, Grade

**Example: ANG 16-50 Doe, Jane E1**

Email Subject should be: Position Announcement Number

**Example: ANG 16-50**

Email Application Package to [AKNG-Apply@mail.mil](mailto:AKNG-Apply@mail.mil) or send through AMRDEC Safe <https://safe.amrdec.army.mil/safe/> sending to [AKNG-Apply@mail.mil](mailto:AKNG-Apply@mail.mil) --- **\*\*\*AKNG-Apply@mail.mil** email cannot open encrypted emails\*\*\*

### QUESTIONS:

To verify receipt of application, you may call 907-428-6928 DSN 317-384-6928

## REMARKS

Federal law prohibits the use of government postage for submission of applications.

### THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.